

INVITATION FOR PROPOSALS & QUALIFICATIONS

The City of Seguin is seeking the services of a professional Consultant to assess the City's comprehensive financial software/hardware needs and assist City staff in selecting and implementing a financial management system solution. Sealed proposals addressed to the City Council of the City of Seguin, Guadalupe County, Texas will be received at the Seguin City Hall, 205 North River, Seguin, Texas, until 2:30 P.M. on September 4, 2012 (CDST), for ***Financial System Hardware/Software Consultant***.

Any Proposal received in the City Managers' office after 2:30 p.m., September 4, 2012 will be returned unopened. At 3:00 p.m. the name of all Vendors submitting a Proposal will be read publicly but no contents of the Proposals will be disclosed. Proposal Package No. 12-2012-32 is available on the City of Seguin website <http://www.seguintexas.gov> or by request made to the City of Seguin Purchasing Department.

Proposals should be submitted to the Office of the City Manager, City of Seguin, 205 N. River, Seguin, Texas 78155, in an envelope no smaller than 8 1/2" x 11" and clearly marked in the lower left hand corner:

REQUEST FOR PROPOSALS

Financial System Hardware/Software Consultant

City of Seguin Proposal Package No. 12-2012-32

To be opened at 3:00 p.m., Tuesday, September 4, 2012

The City of Seguin reserves the right to reject any and all Proposals, and to waive informalities. The City Council's decision will be final.

Douglas G. Faseler, City Manager
CITY OF SEGUIN, TEXAS

**CITY
OF
SEGUIN, TEXAS**



**REQUEST FOR PROPOSALS
&
QUALIFICATIONS**

FINANCIAL SYSTEM HARDWARE/SOFTWARE CONSULTANT

RFQ #12-2012-32

July 27, 2012

Prepared by
City of Seguin
Purchasing Department

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1. GENERAL INFORMATION

1.1 Introduction

The City of Seguin is seeking the services of a professional Consultant to assess the City's comprehensive financial software/hardware needs and assist City staff in selecting and implementing a financial management system solution.

1.2 Background

Seguin, the county seat of Guadalupe County, is located in South Central Texas on Interstate Highway 10, thirty-five miles east of San Antonio, Texas and 50 miles south of Austin, Texas. The City is home to approximately 25,000 residents. A council/manager form of government administers the City, with eight elected Council members, an elected mayor, and an appointed City Manager. The City provides a full range of municipal services. These services include public safety, highways and streets, culture and recreation, planning and zoning, code enforcement, and utilities.

The City of Seguin currently uses SunGard HTE Financial Management System, which was implemented in 1994.

The City desires to evaluate and potentially replace or enhance existing systems to meet its financial management system needs. It is critical for the financial management system to allow the City the flexibility to adapt to any new informational needs and workflow processes that may be required.

1.3 Definitions

The following definitions are used in this RFQ:

- "Consultant" means the firm selected from this RFQ.
- "Department" or "City" means the City of Seguin.
- "Proposer" means a firm submitting a proposal in response to this RFQ.

1.4 Scope of Services

The Consultant will be expected to assist the City of Seguin in completing a financial management system needs assessment, developing a plan of action to address the needs identified, preparing a request for proposal, recommending a vendor, assisting in contract negotiations, and ensuring successful implementation of the software/hardware solutions. The specific tasks included within the scope of services are shown in section 1.4.1 through section 1.4.4 below.

1.4.1 Evaluation of Current Systems and Needs Assessment

The needs assessment is comprised of the following core modules to the current financial management system:

- General Ledger Accounting and Reporting
- Cash Receipts and Accounts Receivable

- Accounts Payable
- Payroll and Human Resources
- Purchasing and Inventory
- Utility Billing/Customer Information System
- Budget Administration and Budget reporting (general ledger and payroll)
- Capital Asset Management
- Business License
- Permitting and Inspections
- Code Enforcement
- Land/Parcel Management

a. Review, evaluate, and document existing systems.

b. Determine and document the functional requirements necessary to meet the needs of the Finance department as well as other City departments.

c. Identify deficiencies within the current system that can be enhanced with a new financial software/hardware solution as well as propose opportunities for improved system design and efficiency including:

1. Existing department-specific data or data needs that may be incorporated into a citywide financial software solution;

2. The effectiveness of existing hardware (workstation and network) in supporting a financial software system;

3. Identify other relevant system or resource components or issues that may factor into the need to replace or enhance the current financial system.

d. Conduct business process reviews and make recommendations. It is expected that the Consultant would conduct a series of on-site interviews with the various departmental users to fully assess the requirements for the financial management system as well as to identify opportunities for integrating data collected from departmental software.

1.4.2 Create a Plan of Action

It is expected that the Consultant would create a comprehensive plan of action to implement solutions to issues identified within Task #1, including estimated costs. The plan of action should include a prioritization of solution requirements, potentials for phasing-in solution implementations, suggested timeframes for implementing the project, and estimated costs for potential replacement options, including software, hardware, data conversion, and training.

1.4.3 RFP Development

Based on the results of the Needs Assessment and Action Plan, the Consultant will assist City staff in preparing a comprehensive request for proposal (RFP) for distribution to prospective

vendors for the purchase, installation, data conversion and implementation of a financial management software/hardware solution. This will include assisting the City in identifying potential vendors and facilitating questions and responses throughout the RFP process.

- a. Create functional requirements specifications
- b. Create technical specifications
- c. Create vendor evaluation document and criteria
- d. Create formal RFP
- e. Identify potential vendors

1.4.4 Evaluation and Selection of a Vendor

The Consultant shall assist City staff in evaluating vendor proposals, coordinating and facilitating on-site demonstrations from vendors and potential site visits to agencies using prospective vendors' system, and selecting one or more vendors from whom the City would enter into contract negotiations.

- a. Evaluate and compare the proposals
- b. Coordinate and facilitate on-site demonstrations and potential site visits
- c. Recommendation of vendor and implementation plan
- d. Coordinate and facilitate implementation, including data conversion

1.5 Proposed Schedule

Event	Date
RFP issued	July 27, 2012
Written questions from proposers due by	August 24, 2012
Written addenda, if necessary, issued by	August 28, 2012
WRITTEN PROPOSALS MUST BE RECEIVED BY THE CITY OF SEGUIN	September 4, 2012
Evaluation complete (estimated)	September 10, 2012
Proposer notification (estimated)	September 19, 2012
Contract awarded (estimated)	September 30, 2012

1.6 Restrictions on Lobbying Activity

Respondents are prohibited from directly or indirectly communicating with City Council members regarding the firm's qualifications or any other matter related to the eventual award of a contract for the services requested under this Request for Qualifications. Bidders are prohibited from contacting City staff members regarding their qualifications or the award of a contract, unless in response to an inquiry from a staff member. Any violation will result in immediate disqualification of the Bidder from the selection process.

Upon issuance of the Request for Qualifications, all communications and requests for clarification or objections shall be directed in writing to the Assistant Director of Finance for response, determination and dissemination to all firms. Any communication by firms or their representatives toward other city officers or employees regarding this Request for Qualifications or the award of a contract are prohibited and will constitute grounds for disqualification of a proponent. A lobbyist or a proponent or any of their agents may not do any act or refrain from any act for the express purpose and intent of placing any City official under personal obligation to the lobbyist or proponent.

2. PROPOSAL SUBMISSION AND ORGANIZATION

2.1 Submitting the Proposal

The Proposer must submit one (1) original plus four (4) copies of the proposal. Sealed proposals should be addressed to the City Manager's Office, City of Seguin, 205 N. River Street, Seguin, Texas 78155, and will be received until 2:30 p.m., August 28, 2012. At 3:00 p.m. the name of all firms submitting a proposal will be read publicly but no contents of the statements will be disclosed. Proposals will be evaluated at a later date. Proposals must be properly signed with a manual signature of an authorized representative of the firm. All proposals must be packaged in a sealed envelope or package and be clearly marked on the outside with the proposer's name and address and the following written information:

REQUEST FOR PROPOSALS

Financial System Hardware/Software Consultant

City of Seguin RFP No. 12-2012-32

To be opened at 3:00 P.M., CST, Tuesday, September 4, 2012

Proposers mailing their proposals must allow sufficient time for delivery of their proposal by the time and date specified. Late proposals will not be accepted.

2.2 Proposal Organization and Format

Proposal should be submitted on 8.5 by 11-inch paper bound securely. All information requested is required. Consultants eligible must not have an affiliation or be a reseller of any software or enterprise system proposed. Submission of a proposal is certification to the factual truth of all information presented. Proposals must contain, and be organized, as shown below. Each section should be separated by tabs.

a. Cover, clearly displaying the title of the RFQ

b. Table of Contents

c. Letter of Interest: A signed letter of interest must be included summarizing the prospective vendor's understanding of the work to be done, and a statement of why the firm believes it to be the best qualified to perform engagement.

d. Statement of Qualifications: The statement of qualifications will summarize the firm's qualifications and experience to meet the specifications and requirements of the project. The following information shall be included:

- Proposer Data Sheet
- Number of years the company has been in business
- Length of time the company has been providing proposed services
- Résumés and qualifications of the individuals who would be directly involved in the project
- Number of software consulting projects which resulted in successful completion in the last five years
- Number of public sector clients
- Please provide the financial software systems that you are familiar with that are currently installed in any Texas municipalities.
- Potential conflict of interest with other clients, if any
- Reference Data Sheet(s): the proposal must include a minimum of three (3) references.

e. Detailed Proposal and Approach: provide separate responses to each of the following items:

- Provide a description of how your firm will achieve the project objectives set forth in this request. Please include a description of the resources and personnel you would use in this project.
- A project plan must be included with specific tasks to be completed and a project timeline that identifies key milestone.
- Provide a description of the involvement of your company in the public procurement process as a consultant to the municipality, indicating your familiarity with the procedures mandated by state laws.
- Describe what your firm would require of the City staff to assist you in completing this project, including staff time, technical resources, documents, data, etc.

f. Ethics/Litigation

- Provide the style and cite of any current/pending litigation and any litigation settled or disposed within the past five (5) years against the proposer, including its parent, sister or subsidiary companies, and proposed sub-contractors.
- Provide detail of any ethics violations or board actions within the past five (5) years against the proposer, including its parent, sister or subsidiary companies, and proposed sub-contractors.

g. Cost Proposal: The proposal shall provide a description of proposed fees and expenses your firm would charge to provide the services described in your response to this request. A breakdown of the proposed fees and expenses based on each of the identified tasks is required.

3. CLARIFICATION OF THE SPECIFICATIONS AND REQUIREMENTS

If additional information is necessary to assist the Proposer in interpreting these specifications, written questions will be accepted by Willa Hagemann, Assistant Director of Finance, PO Box 591, Seguin, Texas 78156; email: whagemann@seguintexas.gov. Written questions must be received no later than August 24, 2012 at 3:00 p.m. Central Standard Time (CST).

4. PUBLIC INFORMATION NOTIFICATION

The City considers all materials, information, communications and correspondence in any form from the respondents to this RFP to be non-proprietary and non-confidential and, therefore, subject to public disclosure under the Texas Public Information Act (Texas Government Code 552.00-1 et seq.) after a contract is awarded. Respondents are informed that the City will abide by all statutes, court rulings and opinions of the Texas Attorney General concerning disclosure of RFP information. Should any part or section be considered by the Respondents to be “proprietary” or “confidential” in nature, each page or section should be designated as “proprietary” or “confidential”. Respondents should be prepared to fully justify these exclusions to the State Attorney General’s Office should it be required.

5. PROPOSAL SELECTION AND AWARD PROCESS

5.1 Proposal Scoring and Selection

The purpose of the proposal is to demonstrate the consultant’s qualifications, competence, capability and capacity to meet the City’s requirements. An evaluation team will review the proposals and rank each based on the evaluation criteria specified below. The City may develop a short list of the respondents of interest and may arrange to interview them, before making a final selection. The City may require additional information after the review of the initial information received. The City of Seguin reserves the right to reject any and all submittals and does not guarantee a contract will be awarded. All costs associated with the preparation of the proposals, site visits if any, presentations, and any other costs are the responsibility of the submitting firms. Responding to this RFQ constitutes understanding and agreement to methods of evaluation and selection.

5.2 Evaluation Criteria

Evaluation of the proposals received may consider but shall not be limited to the following review criteria:

- **General Quality and Adequacy of Response**
 - Completeness and thoroughness
 - Understanding of the project
 - Responsiveness to terms and conditions
- **Organization, Personnel, and Experience**
 - Qualifications and experience of individuals who will perform and supervise the work requested by the City
 - Technical capabilities of the firm
 - Prior demonstrated experience in accomplishing similar projects
 - Number of like communities (in terms of population and budget) in Texas that the firm has provided similar work within the past five years
 - The number of public procurement procedures that the company has participated in as a consultant to a municipality, including the development of the procurement documents
 - Demonstrated timeliness on similar projects
- **Firm's history of ethics violations or board actions**
- **Knowledge and familiarity with Seguin**

5.3 Right to Reject Proposals and Negotiate Contract Terms

The City of Seguin reserves the right to reject any and all proposals. The City of Seguin reserves the right to negotiate the terms of the contract, including the reimbursement rates, with the selected Proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring Proposer, City of Seguin may negotiate a contract with the next highest scoring Proposer and so on until an agreement is reached.

6. INSURANCE

6.1 The Consultant will maintain professional liability insurance during the term of this agreement in an amount of not less than \$250,000 per person or claim and \$500,000 per occurrence or annual aggregate and, if the policy is on a claims made basis, for a period of not less than five (5) years after the Project is complete, and provide proof of such continuing coverage. Consultant further agrees to provide proof of coverage as needed for prior acts back to the date of execution of this agreement if Consultant changes insurance carriers during this extended indemnity period.

6.2 Consultant will further maintain general commercial liability coverage with minimum combined single limit of \$1,000,000 for property damage and damages resulting from bodily injury or death.

6.3 With respect to the above required liability insurances, the City will:

- a) Be named as additional insured for general liability insurance.
- b) Be provided with a waiver of subrogation, in favor of City.
- c) Be provided with 30 days advance written notice of cancellation, nonrenewal, or reduction in coverage.
- d) Prior to execution of the Agreement, be provided with either their original Certificate of Insurance or insurance policy evidencing the required limits and requirements, subject to approval by the City Attorney's Office.

7. OFFER AND CERTIFICATIONS

7.1 Submission of a Proposal constitutes an offer which shall remain open and irrevocable for a period of 90 days from the due date for submitting the Proposal, as stated in Section 2.

7.2 Submission of a Proposal indicates the acceptance by the firm of the conditions contained in this RFP unless clearly and specifically noted in the Proposal submitted and confirmed in the contract between City and the firm selected. The City reserves the right without prejudice to reject any or all submissions.

7.3 By submitting a proposal the proponent certifies that Proponent is not debarred or excluded from bidding by any Federal agency; has not been convicted within a three year period or had a civil judgment against them for commission of fraud in obtaining or performing a public contract, has not within a three year period been terminated on a public contract for cause or default.

7.4 By submitting a proposal, each proponent certifies that it is a duly qualified, capable, and bondable business entity, that it is not in or contemplating bankruptcy or receivership and that it is not currently delinquent with respect to payment of taxes assessed by any political subdivision

PROPOSER DATA SHEET

1. Proposing Company Name: _____

City: _____ State: _____

Federal Employer Identification Number: _____

OR Social Security Number (if sole proprietorship): _____

Corporation YES [] NO []

2. Proposal Contact Person

Name: _____

Title: _____

Phone: _____ Fax Phone: _____

Email: _____

3. Mailing address where reimbursements are to be mailed and person the department should contact concerning billing.

Name: _____

Title: _____

Phone: _____ Fax Phone: _____

Email: _____

REFERENCE DATA SHEET

REPRODUCE SHEET AS NECESSARY

Provide the name, organization and phone number of three municipal clients who may be contacted who have worked with the proposed primary contact. The contact person listed should be the person who was directly responsible for overseeing the implementation/completion for each of the referenced projects.

Client: _____

City: _____ State: _____

Contact Person: _____ Title: _____

Phone Number: _____

Project Begin & End Date: _____

Services Provided: (Be sure to describe your involvement in the project: principal firm, multi-firm collaboration, sub-consultant)